

# COUNTY OF YORK

## MEMORANDUM

**DATE:** October 15, 2003 (BOS Mtg. 10/21/03)

**TO:** York County Board of Supervisors

**FROM:** James O. McReynolds, County Administrator

**SUBJECT:** Personnel Policies and Procedures Manual

Staff has completed its annual review of the Personnel Policies and Procedures Manual. To assist you in your review, a copy of the sections of the manual that have been revised is transmitted with this memorandum, and all proposed changes are noted.

All of the changes are indicated with underlines and strike-throughs. The changes are editorial in nature and are intended to clarify the policy to reflect current procedures. Listed below are the recommended changes to the Personnel Policies and Procedures Manual:

- **Section 3-13: Premium Pays.** Revised language to clarify the practice concerning how work hours are adjusted when a holiday falls within a work cycle for public safety shift personnel and deputies. Also, language was added to indicate the effect that a leave-without-pay status has on eligibility for holiday pay.
- **Section 5-3(4): Applause-O-Grams.** Deleted language regarding instructions on the Applause-O-Grams since they no longer contain these instructions.
- **Section 6-2: Definitions.** Added language to expand the definition of “immediate family member” for the purpose of funeral leave.
- **Section 6-3: Vacation Leave.** Revised language to indicate that vacation leave may be taken in quarter hour increments. Also, part (e) of this section was revised to clarify when vacation hours that exceed established maximums for Fire and Rescue employees are moved to the inactive leave account.
- **Section 6-4: Sick Leave.** Revised language to indicate that sick leave may be taken in quarter hour increments. Also, a statement was added to indicate that fraudulent use of sick leave may be grounds for dismissal. Several revisions to Part (d), pertaining to the Sick Leave Bank were made to define and clarify procedures associated with the administration and granting of sick leave bank days.
- **Section 6-5: Compensatory Leave.** Deleted language in section number four so that there is no longer a limit on the amount of compensatory leave that can be taken at one time.
- **Section 6-6: Leave of Absence Without Pay.** Revised section pertaining to the effect that a leave-without-pay status has on eligibility for holiday pay.

- **Section 6-7: Other Leave - Emergency Conditions Leave** Revised language in this section clarifying that the policy pertains to non-exempt personnel.
- **Section 11-3: Reasons for Disciplinary Measures.** Added the unauthorized use of the County purchasing card as a reason for disciplinary action.
- **Section 14-4: Holidays.** Deleted language concerning the library staff as it pertains to observing some holidays on the actual day since they follow the County holiday schedule.

I recommend approval of the proposed revisions to the County Personnel Policies and Procedures Manual, effective October 1, 2003, through the adoption of proposed Resolution R03-146.

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Attachment: Proposed Revisions to the County Personnel Policies & Procedures Manual  
Proposed Resolution R03-146